Health Science Education
Health Care Management
Course Code #5505

1 Credit

School Year_____

Term:_____Fall_____Spring

Rate each student on the following

3 – Mastered (Can work independently with no supervision)

2 – Require supervision (Can perform with limited supervision)

1 – Not mastered (Requires instructions and close supervision)

N – No exposure (No experience or knowledge in this area)

Student:_____Grade_____	
Teacher:_____School_____	
Number of Competencies in Course: **45**	
Number of Competencies Mastered:	
Percent of Competencies Mastered:	

Standard 1.0 The students will demonstrate knowledge of the academic subject matter required for proficiency within health care management.

*One of these columns must be checked

Learning Expectations	Check the appropriate Mastery or Non-Mastery column*	Rating (Circle one)				Mastery	Non-Mastery
1.1	Read and evaluate patient/client charts, reports and facility manuals.	3	2	1	N		
1.2	Perform mathematical functions.	3	2	1	N		
1.3	Use health care terminology.	3	2	1	N		

Standard 2.0 Students will demonstrate various effective communication methods for giving and obtaining health care information.

*One of these columns must be checked

Learning Expectations	Check the appropriate Mastery or Non-Mastery column*	Rating (Circle one)				Mastery	Non-Mastery
2.1	Assess others' ability to understand health care reporting.	3	2	1	N		
2.2	Adapt communication to individual needs including paraphrasing or translating.	3	2	1	N		
2.3	Apply communication skills for the special needs client.	3	2	1	N		
2.4	Demonstrate the ability to assess multicultural and multilingual clients.	3	2	1	N		
2.5	Use facility-specific guidelines and methods of sending and receiving information.	3	2	1	N		
2.6	Access and use electronically produced information.	3	2	1	N		

Standard 3.0 The student will understand the sources, routes and flow of information in a health care facility.

*One of these columns must be checked

Learning Expectations	Check the appropriate Mastery or Non-Mastery column*	Rating (Circle one)				Mastery	Non-Mastery
3.1	Verify the system information is accurate and complete.	3	2	1	N		
3.2	Analyze system's functions to improve efficiency.	3	2	1	N		
3.3	Ensure data security and confidentially by controlling access and release of information.	3	2	1	N		

Standard 4.0 The student will understand how employability skills enhance their employment opportunities and job satisfaction.

*One of these columns must be checked

Learning Expectations	Check the appropriate Mastery or Non-Mastery column*	Rating (Circle one)				Mastery	Non-Mastery
4.1	Exhibit personal skills such as attendance, time management, and individual responsibility.	3	2	1	N		
4.2	Demonstrate professional conduct and appearance.	3	2	1	N		
4.3	Use analytical skills to solve problems and make decisions.	3	2	1	N		
4.4	Adapt to changing situations in the health care industry.	3	2	1	N		
4.5	Upgrade technology skills.	3	2	1	N		
4.6	Analyze various career options and the preparation required for each career.	3	2	1	N		
4.7	Anticipate needs of clients and co-workers.	3	2	1	N		

Standard 5.0 Students will understand the legal responsibilities, limitations, and the implications of their actions within the health care management delivery systems.

*One of these columns must be checked

Learning Expectations	Check the appropriate Mastery or Non-Mastery column*	Rating (Circle one)				Mastery	Non-Mastery
5.1	Research and evaluate malpractice and liability issues.	3	2	1	N		
5.2	Demonstrate and apply client confidentiality.	3	2	1	N		
5.3	Operate within the scope of practice.	3	2	1	N		
5.4	Comply with legal requirements for documentation.	3	2	1	N		

Standard 6.0 The student will demonstrate accepted ethical practices with respect to cultural, social, and ethnic differences, particularly within the health care management environment.

*One of these columns must be checked

Learning Expectations	Check the appropriate Mastery or Non-Mastery column*	Rating (Circle one)				Mastery	Non-Mastery
6.1	Demonstrate loyalty and compassion to fellow workers and the health care organization.	3	2	1	N		
6.2	Document and demonstrate respect for the client rights.	3	2	1	N		
6.3	Demonstrate equal treatment of all persons.	3	2	1	N		
6.4	Document and report any activity that affects the health, safety, or welfare of clients or fellow workers.	3	2	1	N		

Standard 7.0 The student will assess and evaluate the quantitative and qualitative requirements for client information.

*One of these columns must be checked

Learning Expectations	Check the appropriate Mastery or Non-Mastery column*	Rating (Circle one)				Mastery	Non-Mastery
7.1	Analyze and document client information.	3	2	1	N		
7.2	Demonstrate computer programs for process information.	3	2	1	N		
7.3	Research and prepare reports.	3	2	1	N		
7.4	Compare and contrast requirements of external agencies such as insurance companies, courts, and regulatory bodies.	3	2	1	N		

Standard 8.0 The student will demonstrate the ability to read and interpret a medical record, using knowledge of anatomy, physiology, disease processes and medical terminology.

*One of these columns must be checked

Learning Expectations	Check the appropriate Mastery or Non-Mastery column*	Rating (Circle one)				Mastery	Non-Mastery
8.1	Locate information in the record for various purposes, such as filing, coding, or information processing.	3	2	1	N		
8.2	Recognize standardized coding systems and uniform data definitions.	3	2	1	N		
8.3	Convert narrative information into a statistical database.	3	2	1	N		
8.4	Use automated systems.	3	2	1	N		
8.5	Maintain specialty registries.	3	2	1	N		

Standard 9.0 Students will evaluate the content and multiple uses of health information in health care delivery settings.

*One of these columns must be checked

Learning Expectations	Check the appropriate Mastery or Non-Mastery column*	Rating (Circle one)				Mastery	Non-Mastery
9.1	Obtain and record client information using appropriate terminology.	3	2	1	N		
9.2	Create, route, and mail correspondence regarding the medical record.	3	2	1	N		
9.3	Transcribe health information.	3	2	1	N		
9.4	Perform admission, discharge, and transfer functions.	3	2	1	N		
9.5	Categorize and prioritize health information requests.	3	2	1	N		

Standard 10.0 Students will demonstrate the operations used to enter, retrieve, and maintain information.

*One of these columns must be checked

Learning Expectations	Check the appropriate Mastery or Non-Mastery column*	Rating (Circle one)				Mastery	Non-Mastery
10.1	Select and use automated systems.	3	2	1	N		
10.2	Maintain equipment and supplies.	3	2	1	N		
10.3	Perform general troubleshooting.	3	2	1	N		
10.4	Use and maintain filing, storage, and retrieval systems.	3	2	1	N		

Standard 11.0 The student will perform classroom laboratory activities and apply knowledge and skills in a health care clinical setting.

*One of these columns must be checked

Learning Expectations	Check the appropriate Mastery or Non-Mastery column*	Rating (Circle one)				Mastery	Non-Mastery
11.1	Read, interpret, verbalize and apply policies and procedures appropriate to health care setting.	3	2	1	N		
11.2	Participate in a health care facility orientation prior to clinical experience.	3	2	1	N		
11.3	Demonstrate the use of pertinent safety precautions and aseptic techniques.	3	2	1	N		
11.4	Utilize proper communication, critical thinking and problem-solving techniques.	3	2	1	N		
11.5	Demonstrate the safe and appropriate use of equipment and supplies.	3	2	1	N		
11.6	Perform skills safely and effectively as outlined in policy and procedures of the health care facility and standards of the health care profession.	3	2	1	N		

Additional Comments_____